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Category: Curriculum and Instruction

Digital Citizenship

BACKGROUND & RATIONALE

The CAPE Charter Board believes that digital citizenship policy and procedures serve the important role of preparing students and organizations for a changed and changing society. The CAPE Charter Board strives to build an effective balance between open-access to information and communications to enable student learning and the need for addressing potential student risk.

While there are potential issues associated with technology use, the benefits far outweigh these issues. The CAPE Charter Board has supported, since its inception in 1994 and continues to support, opportunities for student collaboration, problem-solving and personalized learning through contemporary information technologies supporting learning environments. CAPE uses such technology to facilitate innovation and creativity. Within this spirit, students are provided with 24 hours a day one-on-one technologies for the entire academic year in support of learning and are expected to use those technologies ethically by respecting oneself and others. The CAPE Charter Board supports the appropriate integration of technology into the learning environment of students.

The CAPE Charter Board entrusts the administration with the task of ensuring the security of the network and the connected devices, the protection of confidential digital information (e.g. unencrypted data, data storage or movement, lack of protective networking structure, lack of appropriate server architecture).

The CAPE Charter Board believes that digital citizenship encompasses the following:

- Respect of oneself, others, and intellectual property and other property.
- Protection of oneself, others, and intellectual property and other property.

DEFINITIONS

1. **Digital citizenship** - the ability to engage positively, critically and competently in the digital environment, drawing on the skills of effective communication and creation, to practice forms of social participation that are respectful of human rights and dignity through the responsible use of technology.
2. **Technology** - the application of scientific knowledge to the practical aims of human life or, as it is sometimes phrased, to the change and manipulation of the human environment.
3. **Innovation** - a new method, idea, product, etc.

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4. **Creativity** - the tendency to generate or recognize ideas, alternatives, or possibilities that may be useful in solving problems, communicating with others, and entertaining ourselves and others.
5. **Digital information** - data stored on computers and in other digital media.
6. **Intellectual property** - creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce.

PROCEDURE

7. Policy 7.06 explicitly speaks to the levels of responsibility regarding digital citizenship at CAPE and defines all relevant terms to establish a common understanding.
8. The CAPE Charter Board does not support the use of personally owned devices within the school facility, on school grounds or on school-sponsored activities. It does, however strongly support the provision of one-on-one technology to every student grades 4-9 and technology to grades K through 3 to support learning to support learning.
9. The CAPE Charter Board supports learning in school, at home, within the community, and across the globe, and therefore provides portable technologies for students to use at school, at home and elsewhere.
10. It is the responsibility of the Superintendent to:
 - 10.1 establish protocols for ethical use of authority resources, monitoring of the use, and consequences for breach of protocol;
 - 10.2 identify areas of overt instruction in the classroom such as, but not limited to:
 - appropriate public expression
 - digital literacy
 - digital identity
 - public sharing
 - digital tool skills
 - digital etiquette
 - privacy
 - ethical behaviour
 - Copyright Act
 - intellectual property rights
 - safety and security measures

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11. The CAPE Charter Board entrusts the administration with the task of ensuring the security of the network and the connected devices, the protection of confidential digital information (e.g. unencrypted data, data storage or movement, lack of protective networking structure, lack of appropriate server architecture).
12. **Planning and Administration**
 - 12.1 The school will, in collaboration with Technology Services develop a technology plan congruent with CAPE's educational goals and available Technology Resources.
 - 12.2 A technology refresh plan for renewal of campus technology resources will be developed and implemented by Technology Services in conjunction with administration. This plan will provide for regularly scheduled replacement of designated technology components as determined by administration and Technology Services.
 - 12.3 Technology Services will develop a three year jurisdiction technology plan. This plan shall be reviewed by administration on a yearly basis.
 - 12.4 Teaching staff is responsible for the integration of technology and learning in conjunction with Technology Services and administration. This integration must include digital etiquette instruction, digital literacy that addresses digital tool skills, classroom infusion and discussions of appropriate and inappropriate uses of technology i.e. ethical citizenship component.
 - 12.5 All students and staff must sign the respective Network Resources Acceptable Use Protocol document.
 - 12.5.1 As part of a yearly registration or re-registration package, parents and students will be required to read and agree to the terms indicated within the student network use agreement. The teaching staff is responsible for ensuring that the Network Resources Acceptable Use Protocol document is reviewed with students during the first week of school each year.
 - 12.5.2 Signed Network Resources Acceptable Use Protocol for each staff member will be placed in permanent files and maintained by administration. Staff and substitute teachers will sign the form at the time of employment.
13. **Access to Network Resources**
 - 13.1 Technology resources should be used for purposes defined by the learning process or related support functions. Appropriate personal use is permitted as outlined in the Network Resources Acceptable Use Protocol document.

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- 13.2 All technology resources, including but not limited to hardware, software or proprietary data, are the property of CAPE school. Use of these resources is subject to administrative procedures.
- 13.3 Any losses or damage to CAPE technology resources is the sole responsibility of the user.
- 13.4 Access to technology resources with personal devices shall be subject to the following conditions:
 - 13.4.1 There will be no violations of licensing agreements.
 - 13.4.2 CAPE assumes no liability for damage or loss to personal devices.
 - 13.4.3 Technical support for personal devices is not the responsibility of CAPE Technical Services.
 - 13.4.4 It is the user's responsibility to ensure any personal devices accessing CAPE technology resources shall have a password assigned to protect the security of CAPE data.
- 14. **Management of Network Resources**
 - 14.1 All infrastructure work will be coordinated through Technical Services which will establish technical and process standards for the network.
 - 14.2. Hardware and software purchases and installation must be done by, or in consultation with, Technical Services, subject to the following conditions:
 - 14.2.1 Appropriate licensing will be obtained prior to activating an installation.
 - 14.2.2 Evidence of all software licenses purchased by CAPE will be readily available for audit.
 - 14.2.3 All software must be registered in the name of CAPE.
 - 14.2.4 No personal software may be installed onto any devices which are the property of CAPE without consent of Technical Services.
 - 14.3 All electronic messaging, digital storage, network access and any associated technology resources are provided by and are the property of CAPE. As such any of these resources may be monitored, audited or reviewed at any time to ensure student safety, system integrity or adherence to CAPE administrative procedures.
- 15. **Intellectual Property and Copyright**
 - 15.1 All users of network resources are required to respect copyright/licensing laws and regulations. The CAPE Charter Board and the administration will not accept responsibility for a user who willfully and knowingly contravenes copyright or licensing laws.

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15.2 Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the CAE Charter Board.

References:

Education Act

Guide to Education

CAPE charter

CAPE Policy 7.06, 8.04, 9.01, 9.04, 9.05, 9.06 and 9.09

CAPE Student Code of Conduct

The Inclusive Education Policy Framework

Inspiring Education: A Dialogue with Albertans

Setting the Direction for Special Education in Alberta

Freedom of Information and Protection of Privacy Act (FOIP)

Digital Citizenship Policy Development Guide

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